## **Printing the Paper Copy of the Planning Document**

These are the steps to print a Performance Plan for the employee to review and sign.

Select an employee to work with.



Select an appraisal type to work with.



3. Click the 'Show Performance Objectives' button to execute selection.

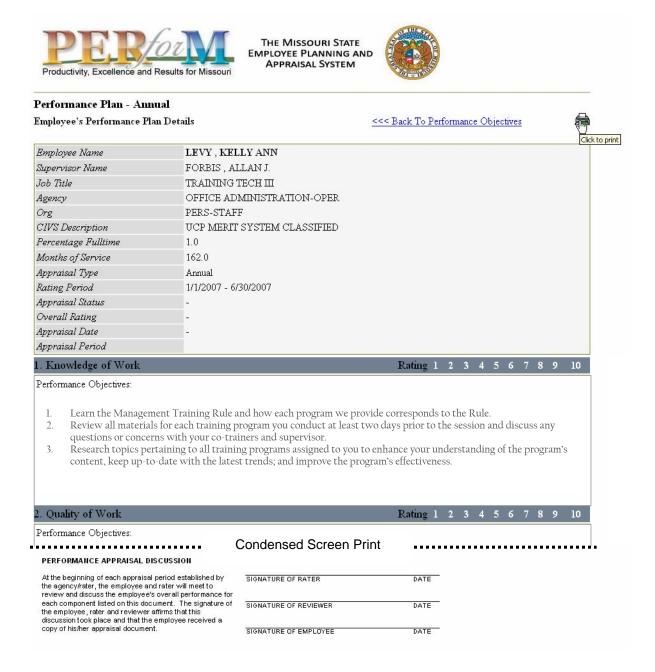


## 4. Click the 'Performance Plan Print Preview' button.



Continued on the next page.

## 5. Once selected, the printer-friendly version of the document is displayed



Click the "Print" icon near the Missouri State Seal in the top right corner of the document.



The print button on the browsers tool bar and Ctrl-P functionality does work but if you use these methods the Application Navigation bar and the "Print" button will display on your printed form. This line is stripped from the hard copy if you use the "Print" button provided for you.

A printer dialog box will appear and the user clicks print to send it to the desired printer.

